

President's Emergency Plan for AIDS Relief OVC Small Grants Program for 2011-2012

Background/Program Description

What is the President's Emergency Plan for AIDS Relief?

On January 31, 2003, President George W. Bush announced a historic commitment to turning the tide of the HIV/AIDS pandemic, the President's Emergency Plan for AIDS Relief (**PEPFAR**). In July of 2008, legislation was passed to extend PEPFAR for another 5 years. The goals of PEPFAR in its second phase of implementation (2008-2013) are to:

- *Treat* 4 million HIV infected people,
- *Prevent* 12 million new HIV infections, and
- *Care* for 12 million people infected and affected by HIV/AIDS, including 5 million orphans and vulnerable children.

What is the PEPFAR OVC Small Grants Program?

The Orphan and Vulnerable Children (OVC) Small Grants Program is a highly competitive initiative designed to assist communities with innovative projects that provide care and support to orphans, vulnerable children and their households. Orphans are defined as children under 18 years of age who have lost either a mother or father. Vulnerable children are those who reside in households affected by HIV/AIDS (i.e. where a parent or principal caretaker is HIV infected).

Participants in the PEPFAR OVC Small Grants Program receive **one time** grants, intended to help local organizations and/or communities start up or continue a sustainable project. PEPFAR funding should be viewed as "seed" money. Applicants **must** include income generating activities **or** demonstrate through other means how their projects will be **financially** sustainable over the long-term. Strong community involvement and commitment **now** is a prerequisite for consideration.

What is the goal of the PEPFAR OVC Small Grants Program?

The goal of this funding is to improve the standard of living of OVC and/or their households through **sustainable community-led** projects.

What are the objectives of the PEPFAR OVC Small Grants Program?

- To build capacity within local communities to develop innovative and sustainable structures to care for OVC;
- To ensure that OVC have access to education, food, shelter, medical, legal, and/or psychosocial services;
- To train OVC in life skills;
- To develop sustainable economic support for OVC and/or their households through income generating activities (IGAs); examples include:

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- Skills training in tailoring, carpentry, crafts
 - Poultry production for increased household income and nutrition
 - Hammermill operation for the applicant organization to raise funds to pay for OVC school fees; and
- To provide OVC with targeted food and nutritional support; examples include:

Child Level

- Nutritional assessment and counseling
- Weaning foods and other nutritional support for children under two years of age
- Therapeutic and supplementary feeding of malnourished children based on comparative body measurements as defined by the World Health Organization guidelines
- Support to link children with other health and nutrition interventions provided by public or private health providers

Caregiver or Family Level

- Training, course materials, and other program support for facility- and community-based counseling of families and caregivers on nutrition, diet and food preparation techniques

Systems Level

- Development of policies and technical guidelines, training curricula and job aides for nutrition assessment and counseling
- Working with appropriate national and district implementers to ensure targeting of OVC for food and nutrition interventions and programs
- Technical assistance and coordination with the food industry to promote production of and access to nutritious foods, including fortified foods for OVC
- Advocacy and resource mobilization for programs to address the nutritional needs of OVC

Guidelines

Who is eligible?

Local organizations, community-based organizations, local faith based organizations, or community groups that are **legally registered in Zambia** are eligible to apply for funding. Prospective applicants must demonstrate **all** of the following:

- Prior experience in HIV/AIDS prevention and/or OVC care
- A broad understanding of community resources
- Previous experience managing donor funds for similar amounts and activities
- Capacity for accountability and program implementation

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Applicants must **not** currently be carrying out activities using PEPFAR funds from another source and should not duplicate already-existing PEPFAR-supported services in their geographical area.

What type of funding is available?

Each successful grantee will be awarded a **maximum** of US\$20,000. Payment will be made in Zambian Kwacha in two installments: 80% at the start of the project and 20% after receipt of the mid-term report.

Reporting/Accountability Requirements

Grantees must adhere to the established protocols specified in the funding agreement, not violate project principles and priorities, and use resources appropriately as authorized.

Grantees are required to submit **mid-term and final financial and narrative reports**, as stipulated in the funding agreement. These reports must include, in part, the following information broken down by gender:

- Number of OVC served by an OVC program
- Number of OVC who received food and/or other nutrition services
- Number of OVC who received shelter
- Number of OVC who received health care referrals
- Number of OVC who received education and/or vocational training
- Number of OVC who received protection and/or legal aid services
- Number of OVC who received psychological, social and/or spiritual support
- Number of OVC who received economic strengthening services
- Number of OVC providers/caretakers trained in caring for OVC
- Percent of OVC aged 0-17 whose households received free basic external support in caring for the child

Project Criteria

Projects must include **all** of the following criteria:

- Address an immediate need **and** be community-led;
- Describe how OVC will be identified and selected;
- Demonstrate the impact to be made on OVC services in the community;
- Have definable and measurable objectives that contribute to OVC care and support;
- Have a detailed budget and budget justification;
- Have an income generating activity or other fully documented means to financially sustain the project after PEPFAR funds are expended;
- Include a **contribution** of funds, materials, and/or labor by the local community;
- Demonstrate clear accountability throughout the project period;
- Be within the means and skills of the community to manage; and

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- Be completed successfully by **September 30, 2012** regardless of when the funds are received

PEPFAR OVC Small Grants Program funds cannot support:

- Ongoing, routine expenses such as regular salaries, religious instruction, research, or general operating expenses (including rent, utilities, air time, external auditors, internet usage, etc.)
- An individual, a family, a select few, or a private business; projects that benefit a small number of recipients will not be considered
- School feeding programs for all school children
- Broad-based food-assistance and food-security programs

Examples of eligible activities:

- Training of providers/caretakers in the needs of OVC
- Providing OVC with blankets, clothes, uniforms, shoes, books and other school requisites
- Providing OVC with access to education and/or psychosocial support through scholarships and/or counseling
- Training OVC in life-skills
- Starting income generating activities for OVC and/or their households
- Sensitizing the community on caring for OVC
- Integrating initiatives that respond to the nutritional, security, social and educational needs of OVC, especially in community settings
- Developing programs that target OVC aged 5 and under through mechanisms such as early childhood education and targeted nutritional support
- Supporting programs that work with government to protect the most vulnerable children and provide essential social services
- Working with local health clinics in screening and referring potential HIV positive infants and children for clinical care
- Supporting community sports/youth clubs that will promote HIV/AIDS prevention messages
- Establishing or expanding income-generating activities that contribute to the project's financial sustainability

Application Evaluation

A U.S. Government interagency committee will review and evaluate applications using the following criteria (this list is not inclusive):

- Is the project realistic with its breadth and goals?
- Is the project innovative?
- How sustainable are the project activities?
- Does the project draw from community resources?

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- What kind of relationships exists between the organization's leadership and the community?
- Who will do the work in this project?
- How will OVC benefit?
- Are the estimated targets of persons to be reached realistic?
- Does the project create or enhance HIV/AIDS care and/or prevention services where there is a true need?
- Does the project duplicate existing services in the community?
- What sorts of evidence is presented to indicate that the project will be completed according to the submitted time table?
- Has this organization received PEPFAR funding in the past?
- Is this activity currently being funded and, if so, by whom?
- Does the organization have the necessary program and financial management capacity (appropriate staff with the right level of experience) to manage the project?
- Is there an existing system to track the project's accomplishments in reaching its proposed targets?

The Review Committee will consider most favorably projects which provide OVC care and support by:

- Enhancing OVC household food security and livelihood development
- Encouraging youth behavior change
- Reducing HIV/AIDS stigma and discrimination
- Promoting gender equity
- Including a strategy for financial sustainability

How long will the review process take?

The closing date for receipt of applications is Friday, 25 February 2011. Applications will be reviewed during March and April with site visits made to projects of interest in May and June. Applicants will be notified by Friday, 30 July 2011 if their projects have been approved for funding. Rejections will also be sent by this date.

General Application Requirements

Applications must include **all** of the following otherwise they will be viewed incomplete and **not** considered.

- Completed application (see below)
- A copy of the applicant organization's Certificate of Registration (the organization **must be legally registered in Zambia**)
- Recent bank/financial statement
- Two reference/recommendation letters from other donors, the Provincial AIDS Coordinator (PACA), or the District AIDS Coordinator (DACA).
- Map showing the physical location of the project and the organization's office. Start the map from the nearest largest town, such as Ndola, Chipata. If the project is

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outside of the town or off the main road, indicate the distance in kilometers and give detailed directions from the nearest tarmac road.

- Qualifications of key organization staff involved in the project
- Pro-forma receipts for major budget line items (such as sewing machines for an income generating project, school uniforms for a large number of OVC, goats for OVC caregivers)
- An e-mail address to **periodically** access important messages (PEPFAR staff can alert the grantee of these by SMS messages if needed)

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2011 Application Process

Instructions:

The President's Emergency Plan for AIDS Relief (PEPFAR) Orphan and Vulnerable Children (OVC) Small Grants Program supports innovative **community-led** initiatives to improve the standard of living of OVC and their households. PEPFAR funds projects that are **sustainable** and able to rapidly implement activities that reach as many OVC as possible. If your organization or community has a project that you believe meets these criteria and you would like to apply for a PEPFAR OVC Small Grant, please complete the enclosed application form. Be sure to:

1. Use block print or type the application.
2. Write or type the name of the applicant and contact information at the top of each page.
3. Answer all questions completely.
4. Use a separate sheet of paper if necessary.
5. **Include all required supporting documentation** (see General Application Requirements, pages 5-6). If the application is sent electronically, supporting documentation may be sent by post. Make sure each page has the name of the applicant and contact information. Please note in the application what additional information is being sent by post.
6. Detach the application instructions; do **not** include these with the application.
7. The complete application and supporting documentation should **not exceed 25 pages**; additional pages will not be reviewed.
8. Do **not** include your organization's constitution.

Applications should be sent by post or e-mail to:

Carole Levin
PEPFAR OVC Small Grants Coordinator
Embassy of the United States of America
P.O. Box 31617
Lusaka, Zambia

LevinCG@state.gov

(+260) 211 250 955 ext. 2391(**until Friday 21 January 2011**)
(+260) 211 357 391(**new phone number after above date**)

Applications will ONLY be accepted from Monday, 10 January 2011 through Friday, 25 February 2011. Applications received prior to, or after, these dates will **not** be held or reviewed.

This information and application form can also be found on the web at:
<http://zambia.usembassy.gov/smallgrants.html>

Note: The United States Government reserves the right to reject any or all applications, to negotiate with any applicant(s) considered qualified, or to make award with further applicant negotiation.

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Organization Name	
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1. Applicant Information	
Full Name	
Mailing Address	
Telephone	
E-mail	

2. Proposed Project Coordinator Information	
Full name	
Title	
Mailing Address	
Telephone	
E-mail	

3. Project Background	
Project Name	
Organization Affiliation (if any)	
Brief description of the organization's mission	
Location – province, district, sub-district, village and distance from nearest large town	

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What year was the organization founded?	
How many people are members of the organization?	
What kind of activities has the organization sponsored in the past? Be specific. Include additional sheet if needed.	
How has money been raised for past activities?	
What is the organization's yearly budget?	
Has the organization received assistance/funding in the past from the Government of Zambia or any foreign donor agencies? If yes , please describe.	
Is the organization formally connected to a religious organization?	

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4. Proposed Activity Description

Describe the proposed project and:

- Discuss why the project is necessary;
- List the project objectives and what activities will be carried out;
- Describe what benefits the project will bring to the community; and
- Specify who and how many OVC, caregivers, etc. will directly benefit from project.

Applicants must provide an estimate of the **number** of OVC (by gender) who will be reached, as well as a description of the services to be provided to these OVC. Projects are required to estimate the following targets:

Indicator type	Indicator
Number of individuals served	Number of OVC served by an OVC project, disaggregated by sex
Number of individuals trained	Number of providers/ caretakers trained in caring for OVC

To estimate these targets, define who the direct project beneficiaries will be and the type of service(s) they will receive, such as educational support, nutritional supplements, psychological counseling, etc. When estimating the number make sure that each person and/or service is only counted once. For example, if the project is paying school fees for 75 OVC and giving 25 of these same OVC uniforms, the total number of beneficiaries would be 75 **not** 100.

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5. Project Implementation Time Table

Provide a project implementation timetable outlining what activities will take place month by month until September 30, 2012. For example:

Project Title:	Improving Community Response to OVC Needs												
Project Duration:	2011			2012									
Activity	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Person Responsible
Identify OVC													Name & Position
Conduct Needs Assessment													Name & Position
Train OVC Caregivers													Name & Position
HIV/AIDS Awareness Campaign													Name & Position
Purchase School Requisites													Name & Position
Mid-Term Reports													Name & Position
Poultry IGA													Name & Position
Monitoring and Evaluation													Name & Position
Final Reports													Name & Position

6. Projects WITHOUT Income Generating Activities

Demonstrate how project activities will be financially sustained after the PEPFAR funds are expended. Please indicate:

- How will funds be raised,
- What will be the expected financial return for a specified period,
- Who and/or what will receive the money,
- What will be the purpose of the funds, and
- How will the accounting be handled.

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7. Projects WITH Income Generating Activities

Each IGA must include a business plan that states:

- What the expected financial return is for a specified period,
- Who and/or what will receive the money,
- What the purpose of the funds will be, and
- How the accounting will be handled.

The business plan must also include the following:

Overview – Provide a brief description of the activity proposed.

Marketing – Describe the target market, pricing strategy and competition. Examples:
Who will be the customers? Is there a demand for the product? How will the price be determined?
Is demand seasonal?

Operational Issues -- Describe how ongoing operational issues will be addressed.
Examples: Are the supplies needed readily available? Is an adequate labor force available? Is a consistent power supply needed? Is the operation affected by changes in the season? What if the lease is cancelled?

Risks/Sustainability – Describe how potential risks would be handled.
Examples: What happens if the machinery breaks down? What if the livestock become ill? In the event of a power outage, how will products be kept chilled?

Financial Projection – Provide a realistic budget. Example:

<u>Start-up Costs</u>	<u>Price</u>	<u>Total</u>
Purchase of equipment	10,000,000	
Power installation	2,000,000	22,000,000
 <u>Fixed Costs/Month</u>		
Rent	1,000,000	
Insurance	120,000	
Repairs	500,000	
Veterinary Expenses	200,000	1,820,000
 <u>Variable Costs/Month</u>		
Ingredients	200,000 cost/unit; 10 units	2,000,000
Packaging	150,000 cost/unit; 10 units	1,500,000
 <u>Revenue/Month</u>		
Anticipated Sales	1,000,000 price/unit; 10 units/month	10,000,000

Expected Profit/Month = 10,000,000 – 3,500,000 (total variable costs/month) – 1,820,000 (fixed costs) =
4,680,000

NOTE: Remember that profit must still be applied against start-up and labor costs.

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8. Proposed Budget and Budget Justification

Provide a detailed budget in **Zambian Kwacha** that does not exceed the US\$20,000 limit using an exchange rate of \$1USD = ZMK 4,500. Be sure to include the following:

- a. List all materials and expenses that will be needed to complete the project. Attach pro-forma invoices for major purchases (the latter will not apply to the 25 page limit). The list must be specific. Some examples include: books for training, chicks for a broiler IGA, nutritional food supplements for OVC, etc.
- b. Briefly justify why the service or product is needed.
- c. Designate which materials and/or expenses would be covered by the organization and which would be funded by the PEPFAR OVC funding.
- d. PEPFAR funds **cannot** provide money for routine, ongoing expenses such as regular salaries, religious instruction, feeding programs, research, or general operating expenses (including rent, air time, external auditors, utilities, etc).

SAMPLE BUDGET

Activity	Items Required	Justification	Unit Cost (cost/ item) In ZMK	Number of items required	Total Cost	
					Organization Contribution	PEPFAR Request
Activity 1: Training 20 OVC caretakers	20 manuals	Learning material	5,000	20	100,000	
	Room rental	Training space	100,000 for one day	3 days		300,000
Activity 2: Educational Support for 50 OVC	School fees	Continuation of education	700,000/OVC	50		14,000,000
	Uniforms	School requirement	150,000	20	3,000,000	
Total Organization Contribution					3,100,000	
Total PEPFAR Contribution						14,300,000

Note: Payment will be made directly to the grantee in two increments: 80% upon award and 20% after receipt of 6 month mid-term reports. Funds are paid in the Zambian Kwacha equivalent of the US dollar amount.

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9. Signature of Person Responsible for Application Submission

Provide printed name, signature, and title of person responsible for the application submission; include the date.

_____	_____
Name & Title	Date

10. How Did You Find Out About the PEPFAR OVC Small Grants Program?

- Radio
- Printed Media
- U.S. Government Website
- Word of Mouth